

65-1307

14

Honorable Clyde Doyle *Cond*
1026 New House Office Building
Washington 25, D. C.

Attention: Mrs. Lind

Dear Mr. Doyle:

Pursuant to your request, I am enclosing two
brochures outlining employment opportunities with
this Agency.

Sincerely,

John S. Warner

John S. Warner
Legislative Counsel

Enclosures

Distribution:

- O & 1 - Addressee
- 1 - Leg Counsel
- ✓ 1 - ER
- 1 - D/Pers Chrono
- 1 - Cong Suspense #187-63

OD/Pers/sac

Originator: *for*
for Director of Personnel

43041

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62 MAR 20 01 21 837

John S. Warner

Executive Registry
63-1286

14 FEB 1963

Honorable Page Belcher *Carb*
House of Representatives
Washington 25, D. C.

Attention: Mrs. Holliday

Dear Mr. Belcher:

In accordance with your recent request, I am
enclosing two sets of our application forms.

Sincerely,

SIGNED

John S. Warner
Legislative Counsel

Enclosures

Distribution:

- 0 & 1 - Addressee
- 1 - Leg. Counsel
- 1 - ER
- 1 - D/Pers Chrono
- 1 - Cong Suspense #185-63 and 186-63

Originator: *ve*
for Director of Personnel

STAT

13 FEB 1963

OD/Pers/sac (13 February 1963)

REC 13 10 02 AM '63

Long

Executive Reg.

63-1289

Honorable Bob Sikes *Card*
House of Representatives
Washington 25, D. C.

14 FEB 1963

Dear Mr. Sikes:

Thank you for your letter of 4 February concerning the application of [] for employment with us.

[] has been tentatively selected for employment in the position of Clerk Stenographer, GS-5. Our final action on her application will necessarily depend on the outcome of character and reference investigations and other evaluations which are now in progress. The time required for this purpose varies but normally it is completed in 120 days. In [] case, this would mean that we should have final action by the end of March. We understand that she will complete her present course at the Katharine Gibbs School and be available for employment in April.

Your interest in writing to us on [] behalf is appreciated and we shall advise you of the results of her application.

Sincerely,

SIGNED

John S. Warner
Legislative Counsel

Distribution:

- 0 & 1 - Addressee
- 1 - Leg. Counsel
- 1 - ER
- 1 - Subj File w/basic
- 1 - Chrono File w/held

Originator: /s/ []
for Director of Personnel

OD/Pers/[] sac (11 February 1963)

430 414

FEB 12 10 02 AM '63

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65-1305

Honorable Gene Snyder
House of Representatives
Washington 25, D. C.

Dear Mr. Snyder:

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Thank you for your letter of 7 February concerning [redacted]

STAT

STAT

We can find no record of an application from [redacted]. Although our field representative has not visited Louisville recently, it is possible that [redacted] was interviewed elsewhere and that his application has not reached our headquarters office as yet. We are enclosing application forms which you may wish to send to him against the possibility that this is not the case. You may be sure that his application will receive prompt and careful consideration when it is received.

STAT

STAT

Your referral of [redacted] is appreciated and we shall advise you of the outcome of his application.

Sincerely,

SIGNED

John S. Warner
Legislative Counsel

Enclosure

Distribution:

- 0 & 1 - Addressee
- 1 - Leg. Counsel
- ✓ 1 - ER
- 1 - Subj File w/basic
- 1 - Chrono File w/held

Originator: [redacted]
for Director of Personnel

STAT

STAT

OD/Pers/[redacted] sac (11 February 1963)

Executive Registry
63-1306

14 FEB 1963

Honorable George E. Shipley
House of Representatives
Washington 25, D. C.

Dear Mr. Shipley:

This is to advise you of the results of our recent interview with Mrs. [redacted] who was referred to us by your office.

[redacted] visited our personnel office on 7 February to discuss her general qualifications and employment interests. We have given [redacted] application forms to complete and have arranged for her to take an appropriate examination.

Your referral of [redacted] was appreciated and we shall advise you of the outcome of her application.

Sincerely,

SIGNED

John S. Warner
Legislative Counsel

Distribution:

- 0 & 1 - Addressee
- 1 - Leg Counsel
- ✓ 1 - ER
- 1 - Subj File w/basic
- 1 - Chrono File w/held

Originator: [redacted]
for Director of Personnel

STAT

STAT OD/Pers/[redacted]:sac (13 February 1963)

63-1300

Cover
Honorable William H. Ayres
House of Representatives
Washington 25, D. C.

14 FEB 1963

Dear Mr. Ayres:

STAT
STAT

Thank you for calling us concerning the inquiry which you received from [redacted]. We are pleased to know of [redacted] interest in employment with us.

As we explained to Mrs. O'Brien, we do not send our application forms overseas; however, we have written to [redacted] to advise him concerning our application procedures and are enclosing a copy of our letter to him for your information.

STAT

We appreciate your interest in referring [redacted] to us and shall advise you of the outcome of his application.

STAT

Sincerely,

John S. Warner
John S. Warner
Legislative Counsel

Enclosure

Distribution:

- O & 1 - Addressee
- 1 - Leg Counsel
- ✓ 1 - ER
- 1 - Subj File
- 1 - Chrono File w/held

Originator:

for Director of Personnel

STAT

OD/Pers/[redacted]:sac (13 February 1963)

Pong

63-1300/1

STAT



14 FEB 1963

Representative Ayres has advised us of your inquiry about employment with our organization when you have completed your military service.

We are glad to know of your interest and shall be pleased to give your application every consideration. Since it is our policy not to send our application forms and employment literature out of this country, we would like to ask you to get in touch with us as soon as you return to this country and we shall forward this material to you. If you will send us a brief resume of your training and experience in the meantime, we can make a preliminary survey of the job possibilities here for you in advance of receiving your formal application papers.

We look forward to hearing further from you.

Sincerely,



E. D. Echols
Director of Personnel

STAT

Distribution:

- 0 - Addressee
- 2 - Rep Ayres
- 1 - Leg Counsel
- ✓ 1 - ER
- 1 - Subj File
- 1 - Chrono File

STAT

OD/Pers/[]: sac (13 February 1963)

65-1301

14 FEB 1963

Honorable Strom Thurmond
United States Senate
Washington 25, D. C.

Dear Senator Thurmond:

STAT

This is to advise you of the results of our recent interview with [redacted] who was referred to us by your office.

STAT

[redacted] visited our personnel office on 7 February to discuss his general qualifications and employment interests. Although no specific opening was identified during this interview, [redacted] has completed preliminary application forms which have been forwarded to appropriate officials for further consideration.

STAT

STAT

Your referral of [redacted] was appreciated and we shall advise you of the outcome of his application.

Sincerely,

John S. Warner
Legislative Counsel

Distribution:

- 0 & 1 - Addressee
- 1 - Leg Counsel
- ✓ 1 - ER
- 1 - Subj File w/basic
- 1 - Chrono File w/held

Originator: [redacted]
for Director of Personnel

STAT

15 FEB 1963

STAT

OD/Pers/[redacted] sac (13 February 1963)

63-1245

13 FEB 1963

Honorable Hiram L. Fong *CHD*
United States Senate
Washington 25, D. C.

Attention: Mrs. Gallagher

Dear Senator Fong:

In accordance with your recent request, I am enclosing two sets of application forms and four brochures outlining employment opportunities with this Agency.

Sincerely,

John S. Warner
John S. Warner
Legislative Counsel

Enclosures

Distribution:

- 0 & 1 - Addressee
- 1 - Leg Counsel
- ✓ 1 - ER
- 1 - Subj-File Cong Suspense #183-63 and #184-63
- 1 - Chrono File

Originator: *W. H. H. 11*
for Director of Personnel

OD/Pers/sac (12 February 1963)

63 MAR 11 11 11 AM '63
FEB 13 11 11 AM '63

63-1267

12 FEB 1963

Honorable William E. Minshall *Card*
House of Representatives
Washington 25, D. C.

Dear Mr. Minshall:

In view of your interest in [] we
are writing to advise you of the outcome of his application for
employment with us.

STAT

Shortly after we wrote to you on 3 January, []
application forms were received and referred to appropriate
officials for review. This review has now been completed but
there appears to be no immediate opening for []
We have informed [] of this result and are enclosing
a copy of our letter to him for your information.

STAT

STAT

We appreciate your referral of [] and shall
advise you if an appropriate opening should develop for him
in the future.

STAT

Sincerely,

SIGNED

John S. Warner
Legislative Counsel

Enclosure

STAT

Distribution:

Originator: []

for Director of Personnel

- 0 & 1 - Addressee
- 1 - Leg. Counsel
- ✓ 1 - ER
- 1 - Correspondence
- 1 - Subj File
- 1 - Chrono File w/held

12 FEB 1963

op/corres/mjt
OD/Pers/[] sac (12 February 1963)

63-12671

13 FEB 63

STAT



red

Since we received your application foras, operating officials have carefully reviewed your qualifications in relation to our current openings. We regret to advise you that there appears to be no immediate opportunity for your employment with us.

In the absence of any specific possibility to discuss with you, we have not arranged for a personal interview as originally suggested. If you should have occasion to come to Washington on other business at any time, we will be glad to have you visit our office for a general interview.

We appreciate your interest and shall advise you if an opportunity should materialize for you at a later date.

Sincerely,

E. D. Echols
Director of Personnel

Distribution:

- 0 - Addressee
- 2 - Rep Minshall
- 1 - Leg Counsel
- ✓ 1 - ER
- 1 - Correspondence
- 1 - Subj File
- 1 - Chrono File

op/corres/mjt
OD/Pers, :sac (12 February 1963)

STAT

63-94410

Honorable David N. Henderson *Card*
House of Representatives
Washington 25, D. C.

Dear Mr. Henderson:

Thank you for your letter of 1 February to Mr. McCone
concerning [redacted]

We have written to [redacted] to invite her to visit
our personnel office for an interview and are enclosing a
copy of our letter to her for your information.

Your referral of [redacted] is appreciated and
we shall advise you regarding the outcome of her application.

Faithfully yours,

(Signed) Marshall S. Carter

Marshall S. Carter
Lieutenant General, USA
Acting Director

Enclosure

Distribution:

Orig & 1 - Addressee

1 - DDCI

1 - ER

1 - Leg. Counsel

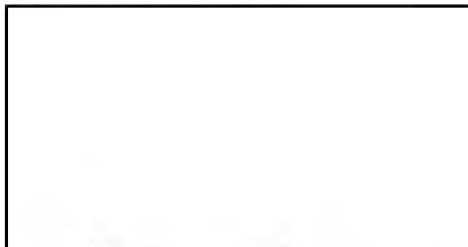
1 - D/Pers w/basic

Retyped for DDCI signature

OGC /LC/JSW; m jmd (11 Feb 63)

63-944/1

STAT



Congressman David E. Henderson has advised us of your interest in employment with us.

STAT

We shall be glad to discuss this matter further with you and suggest that you call [redacted] Chief of our Washington Recruitment Office, to arrange an interview at a convenient time. [redacted]

STAT

We look forward to hearing further from you.

Sincerely,

E. A. Nichols
Director of Personnel

Distribution:

- 0 - Addressee
- 2 - Rep Henderson
- 1 - Leg Counsel
- 1 - ER
- 1 - Subj File
- 1 - Chrono File

STAT

OD/Pers [redacted] :sac (5 February 1963)

63-944/1
11-237

63-1268

12 FEB 1963

Honorable Roman L. Hruska
United States Senate
Washington 25, D. C.

Dear Senator Hruska:

When we wrote to you in November concerning [redacted] we expected to receive Agency application forms from him shortly. When these forms had not arrived by 10 January, we wrote to him asking if he were still interested in employment with us. Having received no reply to this letter as yet, we are placing his file in an inactive status.

Your referral of [redacted] was appreciated. If he should apply at some future date, we shall give his application every consideration.

Sincerely,

SIGNED

John S. Warner
Legislative Counsel

Distribution:

- 0 & 1 - Addressee
- 1 - Leg Counsel
- 1 - ER
- 1 - Subj File
- 1 - Chrono File w/held

Originator: [redacted] for Director of Personnel

OD/Pers/[redacted] sac (12 February 1963)

63-1260

Honorable Herman E. Talmadge
United States Senate
Washington 25, D. C.

13 FEB 1963

Dear Senator Talmadge:

Because of your interest in [] I
am writing to advise you of the outcome of his application for
employment with us.

STAT

Since we wrote to you on 25 January, [] qual-
ifications have been carefully reviewed in light of our current
personnel requirements but we have not located an appropriate
vacancy for him. We have written to [] to advise him
of this result and are enclosing a copy of our letter to him
for your information.

STAT

STAT

We appreciated your referral of [] and should
an opportunity develop for him at a future date, we shall advise
you.

STAT

Sincerely,

[Signature]

John S. Warner
Legislative Counsel

Enclosure

Distribution:

- 0 & 1 - Addressee
- 1 - Leg Counsel
- ✓ 1 - ER
- 1 - Correspondence
- 1 - Subj File
- 1 - Chrono File w/held

Originator: []
for Director of Personnel

63 MAR 3 1963

STAT

STAT

op/corres/mjt
OD/Pers/[]:sac (12 February 1963)

63-12601

1963

STAT



Since your interview with a member of my staff, appropriate officials have carefully reviewed your qualifications in an effort to determine whether a suitable opportunity existed for your employment. We have been unable to locate a current vacancy, however, wherein we could take advantage of your talents and abilities.

We appreciate your interest in working with this Agency and shall advise you should an appropriate vacancy develop for you at a later date.

Sincerely,



E. D. Echols
Director of Personnel

STAT

Distribution:

- 0 - Addressee
- 2 - Sen Talmadge
- 1 - Leg Counsel
- ✓ 1 - ER
- 1 - Correspondence
- 1 - Subj File
- 1 - Chrono File

op/corres/mjt
OD/Pers/[redacted] sac (12 February 1963)

STAT

63-1215

✓
Call
Honorable Philip A. Hart
United States Senate
Washington 25, D. C.

12 FEB 1963

Dear Senator Hart:

Thank you for calling us concerning the inquiry which you received from [redacted]. We are pleased to know of [redacted] interest in employment with us.

As [redacted] has explained, we do not send our application forms overseas; however, we have written to [redacted] to advise him concerning our application procedures and are enclosing a copy of our letter to him for your information.

We appreciate your interest in referring [redacted] to us and shall advise you of the outcome of his application.

Sincerely,

John S. Warner
Legislative Counsel

Enclosure

Distribution:

- 0 & 1 - Addressee
- 1 - Leg. Counsel
- 1 - ER
- 1 - Subj File
- 1 - Chrono File w/held

Originator: [redacted] /rc
for Director of Personnel

STAT OD/Pers/H [redacted] sac (11 February 1963)

430424

163-12151

STAT



12 FEB 1963

Senator Hart has advised us of your inquiry about employment with our organization when you have completed your military service.

We are glad to know of your interest and shall be pleased to give your application every consideration. Since it is our policy not to send our application forms and employment literature out of this country, we would like to ask you to get in touch with us as soon as you return to this country and we shall forward this material to you. If you will send us a brief resume of your training and experience in the meantime, we can make a preliminary survey of the job possibilities here for you in advance of receiving your formal application papers.

We look forward to hearing further from you.

Sincerely,

E. D. Echols
Director of Personnel

Distribution:

- 0 - Addressee
- 1 - Leg. Counsel
- ✓ 1 - ER
- 2 - Sen. Hart
- 1 - Subj File
- 1 - Chrono File

STAT

OD/Pers/ sac (8 February 1963)

12 FEB 1963

63-1197

11 FEB 1963
11 037

Honorable Jacob K. Javits
United States Senate
Washington 25, D. C.

Dear Senator Javits:

STAT

This is to advise you of the results of our recent interview with [redacted] who was referred to us by your office.

STAT

[redacted] visited our personnel office on 6 February to discuss his general qualifications and employment interests. He has taken our regular employment examination and has been supplied with a set of Agency application forms to complete and return for further review.

STAT

Your referral of [redacted] was appreciated and we shall advise you of the outcome of his application.

Sincerely,

John S. Warner
Legislative Counsel

Distribution:

- 0 & 1 - Addressee
- 1 - Leg Counsel
- ✓ 1 - Er
- 1 - Subj File w/basic
- 1 - Chrono File w/held

Originator: [redacted]
for Director of Personnel

STAT

STAT

OD/Pers/[redacted] sac (8 February 1963)

EXECUTIVE SECRETARY FILE

Executive Registry
65-1152

11 FEB 1963

Honorable James A. Burke
House of Representatives
Washington 25, D. C.

Dear Mr. Burke:

Knowing of your interest in [redacted]
we are writing to advise you of the results of his
application for employment.

[redacted] was tentatively chosen for a position
with us and formal processing was undertaken with
regard to his possible employment. However, we now
find that we are unable to utilize his services as
planned. We have written to advise [redacted] of this
situation and are enclosing a copy of our letter to
him for your information.

We appreciated your interest in [redacted]

Sincerely,

EXECUTIVE REGISTRY FILE

John A. Warner
Legislative Counsel

Enclosure

Distribution:

- 0 & 1 - Addressee
 - 1 - Leg. Counsel
 - 1 - ER
 - 1 - D/Pers.
 - 1 - Subject's File
 - 1 - CS Chrono w/n
- op corres sjm (1 February 1963)

Originator: [redacted]

for D/Pers

14 FEB 1963

430426

Executive Registry

65-1152

11 FEB 1963

158 12 5 02 PM '63

STAT



Since we were last in touch with you about your application for employment with us, final evaluation of your qualifications has continued. We regret to advise you that in the final consideration it has been determined that there are other candidates better qualified for the position.

Knowing of your interest in employment with us, we sincerely regret to advise you of this determination. However, under the circumstances, further processing of your application at this time would be inappropriate.

We want to thank you again for your interest in our work and for your patience and cooperation in our application procedures.

Sincerely,

E. D. Echols
Director of Personnel

Distribution:

Original - Addressee
2 - Congressman Burke
1 - Leg. Counsel
1 - ER
1 - D/Pers.
1 - Subject's File
1 - CS Chrono
op corres sjm (1 February 1963)